

Chaparral Pointe Adult Condominium Community
Board of Directors, In Person Meeting
Tuesday, February 27, 2023, 2:00 pm
Location: #10 Chaparral Pointe, Home of Trish Weatherup

In attendance: Joe Robbs, Trish Weatherup, Mike Dann, Peter Haggarty, Katelyn Leslie, GO SMART, Zia Mousavi, GO SMART

Reported absence: Dave Davies

The meeting was called to order by President, Joe Robbs at 2:15 pm.

Follow Up re: Unit #83 – A cheque in the amount of \$3,300.00 for the crack repair kits and an additional, \$1425.00 for labor costs + gst to a maximum of \$5,000 tax in is being prepared to pay out the following (in good faith) together with a letter to resolve this issue are being cut. Trish mentioned she asked Katelyn to add a signature line with the date for the owner to sign as their agreement asking them to return the agreement in the self-addressed, stamped envelope back to GO SMART for file. Trish did mention that the owner feels the board should have paid the entire amount but as communicated to the owner, per the condominium corporation by-laws page 5, clause 3(c):

The responsibility of the owner is to duly and properly repair, maintain and replace (when required) at the expense of the Owner and subject to the prior written approval of the Corporation as to the type and specifications for any window hardware, door or sliding glass door hardware, screen door, storm door, air conditioning equipment, mailbox, doorbell buttons, planters or flower beds and Owner-initiated Improvements and Betterments;

- i. All appliances and fixtures, the interior of the Building on his unit, and all improvements and additions thereto, including any basement finishing and all Owner-initiated Improvements and Betterments;*
- ii. The concrete basement floor and garage floor*
 - 1. The concrete basement floor and garage floor*

ACTION: Katelyn to have cheque cut and sent out with letter. Follow up to ensure owner sends back signed agreement.

Landscaping– The current landscaping contract expires March 31, 2023. We received (3) quotes from: Brad Bosh Landscaping, Rocky Mountain (our current landscapers) and Rapid Maintenance and Landscaping. Brad Bosh was quickly eliminated; they were \$20,000 over our budget. The board further reviewed Rocky Mountain and Rapid quotes which were very close. All agreed that Rocky Mountain needs to improve their service if we continue with them, however, they know the property and we would not have to start from scratch with a new group. They have also agreed to hold (lock in) their pricing if we sign with them for (3) years. Trish suggested if we continue with them we need to implement a check system whereby each time they are on the property they must fill out a form and give it to either

Mike or Peter, the landscaping directors, at which time they will review the completed work and if appropriate ask Rocky Mountain to return to correct their work at no additional charge. Other details discussed were that for winter the staff should ensure that snow is shovelled side to side of each driveway, not to the end of the driveways, creating a bump that can be a hazard. For the fall cleanup, they need to return to the property to complete the work, not leave it based on a specific date. i.e.: if the work is not completed by April 1, they will return to the property to complete the work next day, not leave it undone until the following season.

Motion by: Peter, **Seconded by:** Mike to renew Rocky Mountain with the new reporting structure. All were in favor. Motion was carried.

ACTION: Peter and Mike to meet with the landscapers to review our updated requirements of them.

Communication by Residents to Landscapers – it has come to the attention of the board that residents are directing landscapers according to their wishes and in some cases, being disrespectful and yelling at them. This cannot continue. Trish suggested that she send out a carefully worded email (and hard copies to those without emails) to all residents asking them to cease and desist and direct complains to Katelyn who will communicate out to the board. All agreed this would be a good idea.

ACTION: Trish to compose and send correspondence.

Reserve Fund Study

1. Trish expressed concern that the previous board had decided that the window replacement project that the Reserve Fund Study states should occur in 2023 be held off until 2025, not in 2023 as outlined in the study. Trish stated this is a dangerous precedent to set mainly due to the fact that by 2025, costs could go up exponentially, potentially leaving us in a precarious position. What she suggested is that we hire an “arms length,” independent window consultant to evaluate each window, in all units to determine which windows are in need of replacement now and which can wait. This would create a (3) year priority project, with completion in 2025. Joe mentioned that some of the windows have already been replaced during the time of the hail damage and we have a record of those. All were in favor of implementing Trish’s recommendations starting the project as outlined in the study in 2023. Also due this year is an update to the Reserve Fund Study.

ACTION: a. Katelyn to get the names of (3) independent window consultants for review and engagement by the board. This should happen soon as we are already nearing the end of the first ¼ of 2023. Once that is done, the board will make a decision and get the project started.

b. Katelyn is also to contact the person we previously used to prepare an updated version of the Study as per current legislation.

Other Business

Buildium – This is the internal task computer program that GO SMART used. The board stated that it has created misinformation and they do not wish to continue using it.

ACTION: Katelyn will discontinue our involvement with Buildium. Katelyn instead agreed to provide a monthly report of all activity to the board.

Unit 6, Garage ceiling leaks – RRC Roofing evaluated.

ACTION: A letter is to be prepared by Katelyn and reviewed by Trish to go out to home owners with the following message.

Be advised that the Board of Directors of Chaparral Pointe has reviewed your ceiling issue. The independent contractor engaged by GO SMART on our behalf, RRC Roofing, has advised that the turbine vent needs to be re-installed. This will be at a cost to the corporation with the remainder of the repairs completed, the direct responsibility of the owner. Please contact the undersigned (Katelyn) should you have any further questions/concerns.

Unit 107 –107 has a similar issue to unit 6 (moisture in garage).

ACTION: Katelyn to reengage RRC Roofing to investigate.

Unit 27 –Katelyn advised that Rob from Instant Residential was engaged to investigate the issue of their windows and window sills. He assessed and found the window to be at the end of its' life.

ACTION: Katelyn to obtain one other evaluation before replacement. The owner may want to upgrade to a triple pane; if so they will have to pay the difference between double and triple pane. This cost could come out of reserve fund as 2023 is the year recommended for replacement.

Unit 35 – New owners as of March 1.

ACTION: Trish will prepare the welcome letter for Joe to deliver since they are his neighbours.

Informal discussion regarding fencing - Trish said that in the previous condo complex she lived in they replaced all fences on 98 units. They did a cost benefit analysis of both vinyl and wood and even though the outlay at time of installation of vinyl can be more, over time, vinyl fencing was found to be a far more cost effective, low maintenance product.

Other Business

1. Trish reported she is having hip replacement surgery on March 22 and that she will continue to do what she can while in recovery.
2. Katelyn will be away March 26-30. Her new assistant Gabrielle will take care of or direct any issues to Katelyn's counterpart in the office while she is away.

The meeting was adjourned at 4:15 pm.